

| GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER | | |
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| TITLE: Budget Process | POLICY NO.: AD-F-05 | Page 1 of 1 |
| RESPONSIBILITY: Financial Management Branch | | |
| APPROVED BY:  THERESA C. ARRIOLA, DIRECTOR | DATE OF ORIGINAL APPROVAL: 06/15/2017 | LAST REVIEWED/REVISED: 06/15/2017  |

PURPOSE

The purpose of this policy is to implement the budgetary process and guidelines of the Guam Behavioral Health & Wellness Center (GBHWC) ensuring efficiency and appropriateness.

POLICY

As a line department of the Government of Guam, all budgetary transactions are executed in accordance and guided by the Bureau of Budget and Management Research.

PROCEDURE

- A. Preparation of Proposed Budgets: After the Budget Call from BBMR, financial data and other budgetary forms is provided by Administrators/Supervisors, Administrative Assistants to the Financial Supervisor/Certifying Officer.
- B. Production of Proposed Budget Package: On or before the submittal deadline, the proposed budget is prepared in prescribed format, hard and digital copies are made for the review of the Certifying Officer and approved by the Director, and transmitted to BBMR.
- C. Administrative Assistant(s) may be assigned to assist in the preparation of department's budget.
- D. Allotment Schedules are prepared for certification by the Certifying Officer and approved by the Director.
- E. Budget Modifications are prepared for certification by the Certifying Officer and approved by the Director.
- F. Budget Modifications are prepared to initiate object class transfer, funds loading, account over-runs and other requirements.
- G. Transactions are organized and easily retrievable and are physically/electronically filed in appropriate folders/cabinets/proper receptacles.

REFERENCES

Bureau of Budget and Management Research



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913

TEL: (671) 647-5440 FAX: (671) 649-6948

REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy Title: Budget Process

Policy No.: AD-F-05

Initiated by: Financial Management Branch

| Date | Signature |
|---------|--|
| 11/4/22 |  |

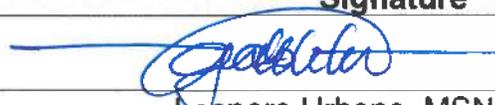
Debbie Paulino
Management Analyst II, Financial Management Branch

| Date | Signature |
|-----------|--|
| 11/4/2022 |  |

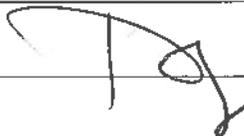
Maelei Rose Sampson
Program Coordinator III – Human Resources Section

| Date | Signature |
|---------|--|
| 11/4/22 |  |

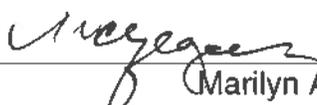
Barsen Adelbai - Risk Manager
Management Analyst III – Medical Records Unit Supervisor

| Date | Signature |
|------------|--|
| 11/08/2022 |  |

Leonora Urbano, MSN, RN-BC
Nursing Services Administrator

| Date | Signature |
|------------|---|
| 14/14/2022 |  |

Dr. Davina Lujan
Medical Director

| Date | Signature |
|----------|--|
| 11-24-22 |  |

Marilyn Aflague
Administrative Services Officer, Patient Affairs Business Office



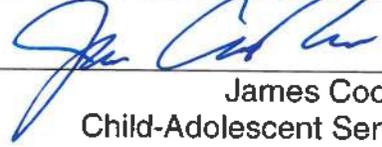
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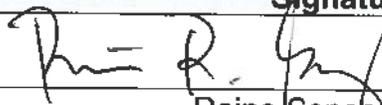
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| Date | Signature |
|------------|--|
| 10/31/2022 |  |

Luisa Tenorio
Technical Assistance Coordinator,
Regulatory Compliance/Quality Improvement

| Date | Signature |
|----------|---|
| 11/28/22 |  |

James Cooper-Nurse, Ph.D.
Child-Adolescent Services Division Administrator

| Date | Signature |
|------------|--|
| 11/30/2022 |  |

Reina Sanchez, M.A.
Clinical Administrator

| Date | Signature |
|------------|--|
| 11/09/2022 |  |

Quenie-Mae T. Fisher
GBHWC Pharmacist

| Date | Signature |
|----------|---|
| 12/13/22 |  |

Carissa Pangelinan
Deputy Director